

Receivables Transition Team activities

Transition Planning Steps	Responsible Organization	Point of Contact	Target Date	Vision	Status
5.3.2 Billing					
5.3.2 Determine cut-off date for FOs to change remittance information on bills from FO to GTN.	FO	Field Liaisons	8/1/2004	Instructions included in 7/21/04 memo to FO Each FO should use determine the appropriate date based on billing history to minimize receipts sent to GTN before 10/1 or FO after 10/1.	Closed
5.3.2 Prepare memo for FO with instructions for transfer.	OFP	Donahue	7/1/2004	Includes: - Reminder to include new payment procedures notice for bills expected to pay after 10/1 - Date to ship files to GTN - Procedures for receipts received in FO	Closed
5.3.2 Receive STARS receivables documentation- includes process, navigation, and UAT documentation	STARS team	TBD	TBD	Minimum of 3 copies of documentation required	Open
5.3.2 Examine allowance accounts. Forward documentation of calculation to EFASC Accounting Branch for any allowance balance at 9/30/04	FO	Field Liaisons	9/15/2004	The only office with an allowance is AL on New Energy. CAC is familiar with this receivable and determined the original amount for the allowance.	Closed
5.3.2 Request AR email account	EFASC Accounting Branch	Forder	9/20/2004		Closed
5.3.2 Request B&R information from field and forward to Tim Southard at OR	OFP	Donahue	9/20/2004	NETL was the only office with an additional B&R.	Closed
5.3.2 Obtain DISCAS IDs/passwords for AL and OR databases for receivable staff.	EFASC Accounting Branch	Forder	10/1/2004	In process	Open
5.3.2 Run 9/30/04 aging report and forward documentation for each open receivable on report and copy of aging report to EFASC.	FO	Field Liaisons	10/1/2004		Open
5.3.2 Verify receivable files received from every field site	EFASC Accounting Branch	Baldwin/ Forder	10/18/2004	Files transmitted GTN by 10/18/04	Open
5.3.2 Develop desk procedures for receivables function	EFASC Accounting Branch	Baldwin/ Forder	10/1/2004		Open

5.3.3 Deposits/Collections

5.3.3	Determine procedure for receipts received in FO after 10/1/04	OFP	Donahue	6/1/2004	Guidance sent to FO 7/20/04	Closed
5.3.3	Work with OSTI to change ALC for credit card sales	OFP	Donahue	9/20/2004	Authorizing email sent to Bank of America	Closed

5.3.4 Delinquent Accounts

5.3.4	Prepare delegation for receivable functions to Office of Financial Oversight	OFP	Olson/ Donahue	7/1/2004	In process.	Open
5.3.4	Request copies of Treasury cross-servicing reports	OFP	Donahue	9/1/2004	Included in FO 7/20/04 guidance.	Cancelled

PWS Task Ref #	Task		Assigned to				Policies, references, etc.	Comments
			EFASC/ General Accounting Team (GA team)	EFASC/ Special Accounts & Reconciliation Team (SAR team)	Field Liaisons	DOE Contractor/ Program office		
C-5.3.2	Billing						31 CFR 901-904 (FCCS) 31 CFR 285 DCIA regs FMS Managing Federal Receivables DOE Acctng Handbook Chapters 8,13	
	Miscellaneous public receivables (FOI, funds returned to Treasury, vendor overpayment, etc.)	Field office forwards billing requests received at field office to SAR team.	X					
		SAR team receives a billing request and supporting documentation from Payments division, FO Customer Liaison, or the FOI office, etc., establishes debtor code (if necessary), records and validates DISCAS entries, prepares and issues bills. Billed must be mailed on the date of the bill and within 5 days of receiving the billing request	X					
	Employee receivables	SAR team receives a billing request and supporting documentation from Travel or Payroll teams records and validates DISCAS entries, prepares and issues bills. Billed must be mailed on the date of the bill and within 5 days of receiving the billing request	X					
		SAR team prepares payroll deduction request and forwards to Payroll team for delinquent employee receivables.	X					
	Federal reimbursable work	Field Liaisons set up reimbursable agreements in DISCAS, establish debtor-codes and obligate funds.	X				DOE Accounting Handbook Chapter 13	
		SAR team generates appropriate DISCAS/STARS report to obtain costs for reimbursable agreements that require billing.	X					
		SAR team reviews DISCAS payment entries, records cost/receivable entries (if necessary), prepares, issues, and mail bills and invoices for other Federal agency receivables. Forwards IPAC information to GA team for processing.	X					
	Non-federal reimbursable work	Field Liaisons will set up reimbursable agreements in DISCAS, establish debtor-codes and obligate funds.	X					
		prepares and issues advance bills or requests for funds based on cooperative research and development agreements (CRADA), other funds-in agreements, and any other agreements requiring advance of funds provided.	X					Advances are sometimes obtained at the time the agreement is signed and forwarded by the program/field office.
		SAR team generates appropriate DISCAS/STARS report to obtain costs for reimbursable agreements that require entries to apply costs to the advance.	X					
	OSTI Work for others bills	OSTI sets up work for others agreements, debtor-codes, and prepares IPAC bills for cost recovery activities and forwards to GA team.	X					The field liaison here is the OSTI office.
		GA team processes IPAC collections.	X					
	RL Land and Tower Leases	RL Property Specialist forwards lease with billing information to SAR team. SAR team establishes receivable as directed by backup information.	X				X	
	PNR/SNR billings	PNR and SNR records and batches the receivable due from the Navy in DISCAS, and immediately sends SAR team a hard copy of the DISCAS batch report and supporting SF-1080s.	X					
		SAR team generates bills in DISCAS.	X					
	Nuclear Waste Fund	Establish and reconcile Nuclear Waste Fund (NWF) and Uranium Enrichment Decontamination and Decommissioning (D&D) Fund receivable accounts on the day of receipt of the remittance advice and	X					

		Record and reconcile monthly accruals of interest earned for designated investment accounts (e.g., spent nuclear fuel, certificates of deposit, notes, and bonds)	X		
		Prepare and issue penalty and lost interest (investment) letters for late fees or underpayment of fees	X		
		Uranium Enrichment Decontamination and Decommissioning (D&D) Fund receivable accounts on the day of receipt of the remittance advice and spreadsheet	X		
5.3.3		Deposits/Collections		31 CFR 901-904 (FCCS) 31 CFR 285 DCIA regs FMS Cash Management Made Easy DOE Actng Handbook, Chapter 6	
		team.	X		
		SAR team received checks in mail, prepares SF215, and deposits in bank.	X		
		SAR team reviews documentation from lockbox deposits and bank deposits and determines appropriate application and accounting information and records collection in DISCAS/STARS.	X		
		SAR team notifies field liaison or budget office, as appropriate, of collection of advance funding for cost recovery, reimbursable work.	X		
		SAR team reviews daily CashLink information and requests field liaison assistance for unknown deposits/wires.	X		
	OSTI	Provides field liaison/SAR team with expected wires for month.		X	
		Field liaison provides information for unidentified deposits/wires.		X	
		Processes IPAC transactions	X		
		Clear the deposit suspense account	X		
		Clear the credits that are associated with current, former, or deceased employees in the payroll suspense account	X		
		Record deposits of unclaimed monies	X		
		Process unclaimed monies refunds	X		
		than 1 business day following fiscal year-end. For amounts less than \$25, transfer monies to Treasury's general fund account. For amounts equal to or greater than \$25, transfer monies to Treasury's special deposit account. Monitor and process claims against these	X		
		Reconcile unclaimed monies account balances quarterly and as requested not later than due date established by Treasury	X		
	Integrated contractors - OR/OSTI	Contractor forwards monthly cash report to field liaison/SAR team		X	
		SAR team records entries in DISCAS monthly from monthly cash report.	X		
	Integrated contractors - AL	Contractor forwards daily cash deposit information to field liaison/SAR team and records FT 58 entries in contractor system.		X	
		SAR team records non- FT 58 entries and a memo entry for FT 58 entries in DISCAS.	X		
		Contractor provides monthly summary to field liaison/SAR team		X	
	Integrated contractors - ID/SF	Contractor forwards daily cash deposit information to field liaison/SAR team and records entries in contractor system.		X	
		SAR team records a memo entry amount of total deposit in DISCAS.	X		
		Contractor provides monthly summary to field liaison/SAR team		X	
	Integrated contractors - CH	Contractor forwards collections received SAR team.		X	
		SAR team received checks in mail, prepares SF215, and deposits in bank.	X		
		SAR team records entries in DISCAS.	X		

		Contractor provides monthly summary to field liaison/SAR team		X		
	Nuclear Waste Fund	Nuclear Waste - Finalize CAIS record following collection and copy and submit remittance advice.		X		
		Nuclear Waste - Prepare memorandum requesting Treasury to redirect collection to proper account.		X		
5.3.4		Delinquent Accounts			31 CFR 901-904 (FCCS) 31 CFR 285 DCIA regs FMS Managing Federal Receivables DOE Acctng Handbook, Chapter 8	
		Run DISCAS/STARS Non-Federal Source Finance Charge Report (AR0056) and review the Assign Finance Charge Report daily. During the DISCAS/STARS transition, this will have to be run in the CAC, AL and OR DISCAS databases.		X		
		Waive Finance Charges as needed.		X		
		Generate 2nd notice and mail.		X		
		Run DISCAS/STARS Non-Federal Source Travel Payment Report weekly. Review output and coordinate with Travel staff to determine if receivable should be established and billed.		X		
		Run DISCAS/STARS Delinquent Invoices Eligible for Referral Report to determine invoices eligible for referral to Treasury (AR069).		X		
		Review files for invoices listed on DISCAS/STARS Delinquent Invoices Eligible for Referral Report to ensure due process requirement have been met.		X		
		Finalize the list of AR invoices eligible for referral.		X		
		Establish allowance for loss for the principal amount only (AR050).		X		
		Complete manual forms for referral of delinquent debt to Cross Servicing. A Certification form is signed by the Division Director and mailed with the manual forms to Treasury's Cross Servicing for collection actions.		X		
		Change the status for each invoice referred in DISCAS/STARS.		X		